

Acquisition Related Business Systems

Jump-Start Your Paperless Program

Moving the Navy in a significant way towards its goal of 100% paperless acquisition is challenging. Ideally, the best way to make a big impact is to focus on processes that contribute the most to paperless and that cost least to deploy. Navy Electronic Commerce Online (NECO) and Electronic Document Access (EDA) are two of the EA-21 Program Office's Enterprise Initiatives that fit both criteria.

Navy-wide the processes that constitute the majority of procurement transactions are communicating solicitations, proposals, and awards. Estimates suggest that automating these processes could raise the number of paperless acquisition-related transactions in the DoN to over 60%. NECO and EDA can easily enable an activity to automate these processes.

NECO is a system for electronically exchanging procurement solicitations and offers in either an EDI or static format. It is web-based, which means that it can be easily accessed with any internet-capable computer. This makes it inexpensive to deploy. And since NECO will be the single point of entry for Navy Business Opportunities, claimants will be required to use this system.

EDA is a system that provides DFAS, DCMC, and others electronic access to awarded procurement instruments through the World Wide Web. It serves as an electronic filing cabinet where documents are indexed for ease of retrieval. Since it also is web-based, all users need is a computer with Internet access and a web browser. Using EDA can dramatically reduce the cost and time of distributing awarded documents since this represents a substantial increase in the automation of transactions for (Continued on Page 2)

The ARBS Mission:

"To simplify and modernize the Dept of Navy acquisition process in the area of contract writing, administration, finance and auditing."

The ARBS Goal:

Achieve a 100% paperless acquisition process within the DON by January 2000.

Metrics Update

Percentage of Acquisition Transactions Automated

<u>FY98</u>	<u>FY99 1Q</u>	<u>Trend</u>	<u>2000 (Goal)</u>
16%	17%		100%

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most activities as well as a reduction in reproduction and mailing cost.

Eliminating up to almost half of an activity's paper-filled transactions is significant. Normally, such gains as this in any program are made only after a long and costly development period. Not so with NECO and EDA. The hardware and software to use these systems is already widely available. And with a little investment in training, the archaic systems that publish solicitations, proposals and awards can be history.

For more information on these EA-21 Initiatives contact Debbie Streufert at (703) 601-0246 or email debbie.streufert@peoarbs.navy.mil. You can also access their web sites at www.neco.navy.mil or www.eda.navy.mil. For more information on any of the EA-21 Enterprise Initiatives visit the EA-21 web site at www.peoarbs.navy.mil.

Are you planning for implementation?

Implementation of the DoN initiatives will not be easy. The goal of Paperless Acquisition is not just to implement new technology – it is to implement a new way of doing business. Therefore, implementation will involve not only technical issues, but also business process and organizational issues.

The easiest way to approach the planning for Paperless Acquisition implementation is to break it into three related, but separate areas: **Technical** changes, **Process** changes, and **People** changes. Some of the questions that must be addressed in each of these areas are as follows:

Process Changes:

- Paper-based processes often require extensive review cycles due to the high rate of error. Once a paperless process has been installed, can review cycles be reduced or eliminated?
- Should local policies based on current processes be revised (e.g. maintenance of hard copy files)?

Can existing, simple methods of electronic data transfer such as e-mail be implemented more effectively to further streamline the process?

People Changes:

- Will position descriptions have to be modified to reflect the changes in day to day tasks that paperless acquisition will initiate?

- Will implementation of paperless acquisition increase the level of responsibility and accountability

among individual employees due to the increased data accuracy?

- If the level of responsibility and accountability is increased, should the organizational structure be modified accordingly?

Technical Changes:

- Will implementation of new hardware require any facility changes?
- How will new hardware be integrated into the existing technology infrastructure?
- Who will be responsible for maintenance of the new equipment?

As you prepare for the implementation of paperless acquisition, you should take these factors into consideration. These are key questions that each claimant and implementation site must be prepared to answer to ensure that paperless acquisition provides the maximum benefit.

As we finalize deployment plans, we will continue to keep you up to date on progress. If you have any questions or want to discuss implementation issues in the meantime, please contact the EA-21 Business Process Re-engineering Project Manager, Gale Williams, at (703) 601-0248.

Quote of the Month

“Change is not made without inconvenience, even from worse to better.”

- Richard Hooker (1554-1600), English Theologian

Navigating the EA-21 Document Library

Are you looking for documents about an EA-21 subject but don't know where to find it? Here is the answer: there are several ways. All of the EA-21 documents can be easily located by accessing the PEO(ARBS) web site at www.peoarbs.navy.mil. Once logged on to the site merely click on the Libraries button. From the **Documents Libraries** page select Electronic Acquisition (EA21) Library. The multiple drop-down boxes are there not to confound you, but to give you the ability to search the Document Library quickly. This is how it's done:

If you know the name of the document you are searching for, select one of the options from the **File Name** drop down menu to narrow down your search. Then type at least one key word on the right-hand-side field. Repeat these steps for the **Description**, **Posted By** or **Point of Contact** fields if you know this information about the document. To search using other parameters, select an option from the **Category Field** drop down menu. Repeat this step for the **Command**, **Document Type** or **Initiative** fields. Once you are finished, click on the

Search Button to locate all documents which fit your request. Then pull up the document by double clicking on the download icon. To begin a new search click on the **New Button**. Note: It is not necessary to fill in all search fields. However, try to fill in as many fields as possible in order to narrow down your search.

To find information about a particular initiative: at the PEOARBS main screen, click on **EA21 Home**, then click **Initiatives**. Select the initiative about which you would like additional information. Click on **Document Library** in the left frame and only information about that initiative will appear.

Kudos to MSC!!

MSC continues to lead the way in the implementation of paperless processing within the Navy. In the first quarter of FY98, only 8% of MSC acquisition processes were paperless. However, by the fourth quarter of FY98 that figure was up to 72%.

Congratulations to Dave Grove, the MSC PAWG representative, and the rest of the MSC staff on their success.

Paperless Acquisition Question & Answer

How do claimants provide feedback, get answers to questions and submit items of interest to the EA-21 Program Office?

The EA-21 Program Office is dedicated to making the change to paperless as smooth as possible and welcomes all comments, suggestions and questions. To ask a question or provide feedback on anything involving the EA-21 project, sign onto www.peoarbs.navy.mil and click on the *Help Desk* button. Then type and submit your questions and comments. Replies will be sent via e-mail.

Why is it important for each claimant to determine their system requirements before selecting one of the five IPT approved EPG systems?

There are four main reasons why it is imperative for each claimant to select an EPG system that will dovetail with their needs and requirements:

- System must match requirements in order for benefits to be maximized
- Selecting the wrong system could result in extra costs
- Changing the selection is difficult and can be quite costly
- Selected system must support future functionality

I have heard that some claimants have received training with NECO and EDA. How do I sign up?

To sign up for training please contact Steve Ripley at (703) 601-0238 or Steve.Ripley@peoarbs.navy.mil.